

# S. J. McKee Archives



## Board of Governors - documents - blueprints

<http://archives.brandonu.ca/en/permalink/descriptions8297>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.1.1

GMD: graphic

History /

Biographical:

This is an artificially created series consisting of blueprints generated by architects in the course of the construction of the principal structures on the campus of Brandon University.

Custodial History:

These records were in the possession of the Vice-president Administration and the Physical Plant Office prior to their transfer to the archives.

Scope and Content:

This series consisting of blueprints generated by architects in the course of the construction of the principal structures on the Brandon College campus (1899-1967) and the Brandon University campus since 1967. The blueprints are from three construction eras on the campus the records: 1900-1922; 1960-1972 and 1980 to 1996.

Notes:

Nine blueprints created by the Kewaunee Manufacturing Company, Wisconsin containing plans for various laboratories and domestic science facilities were culled from the collection of blueprints. There is no specific reference to Brandon College on the blueprints. No evidence exists in the administrative records of Brandon College that laboratory equipment or furniture was acquired from this company.

Storage Location:

RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.1 Documents



## General Board of Governors' agendas

<http://archives.brandonu.ca/en/permalink/descriptions3183>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.1

GMD: textual records

Date Range: 1976-1980

Physical Description: 30 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub sub series consists of agendas and related documents for general Board of Governors' meetings.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3 Board agendas, minutes and packages



## General Board of Governors' minutes

<http://archives.brandonu.ca/en/permalink/descriptions3184>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.2

GMD: textual records

Date Range: 1967-1990

Physical Description: 60 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub sub series consists of open and closed minutes for general Board of Governors' meetings.

Notes: During the Mallea era, some of the minutes have the name "David" handwritten on them. "David" refers to David Wilke, the executive assistant to the President.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3. Board agendas, minutes and packages



## General Board of Governors' packages

<http://archives.brandonu.ca/en/permalink/descriptions3185>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.3

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

There are presently (August 2007) no records in the sub sub series, however accruals are expected.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3 Board agendas, minutes and packages



## Board of Governors' motion sheets

<http://archives.brandonu.ca/en/permalink/descriptions3319>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.4

Accession Number: 6-2005

GMD: textual records

Date Range: January 1988 - April 1989

Physical Description: 9 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

The sub sub series consists of motion sheets for the months January 1988 - April 1989 (not inclusive).

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3. Board agendas, minutes and packages



## Board of Governors' index of motions

<http://archives.brandonu.ca/en/permalink/descriptions3320>

Part Of: RG 6 Brandon University fonds

Creator: Board of Governors

Description Level: Sub sub series

Series Number: 2.3.5

Accession Number: 1-2004

GMD: textual records

Date Range: 1967-1991

Physical Description: 16.5 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

The sub sub series consists of an index of approved motions for the Board of Governors for 1967-1991.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3 Board agendas, minutes and packages

Arrangement:

The index is typed on index cards, which are arranged alphabetically by subject, and then chronologically within each subject.



## Miscellaneous documents

<http://archives.brandonu.ca/en/permalink/descriptions4383>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF4

Series Number: 4.1

GMD: textual records

Date Range: 1964-1984

Physical Description: 6.5 cm

History /

Biographical:

See Administrative History for RG2SF4 Provincial Exhibition of Manitoba Association.

Custodial History:

The records were housed with the PEM and the MEA until c1986 when they were transferred to the S.J. McKee Archives located at Brandon University.

Scope and Content:

The series consists of documents that deal primarily with the proposal and subsequent development of the Keystone Centre Complex in Brandon, Manitoba.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF4 Miscellaneous



## BU 2: Brandon University Board of Governors

<http://archives.brandonu.ca/en/permalink/descriptions72>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 2  
GMD: multiple media  
Date Range: 1939-1991; predominant 1967-1987  
Physical Description: 3.65 m  
History /  
Biographical:

The Board of Governors of Brandon University is a body established by the Brandon University Act (1998), a statute of the Province of Manitoba. The Act vests in the Board the authority for governing Brandon University. The members of the Board of Governors, as trustees, hold the University in trust for the people of the Province of Manitoba. Responsibilities for maintaining this trust include: selection of a president, monitoring his/her performance, providing guidance to the University via its policies, and often delegating authority to the administration.

The Board of Governors is a collective representing the entire community (both internal and external of the University). As a collective, the Board of Governors is responsible for ensuring the financial stability of the institution and for seeing that the overall plans of the institution are consistent with the institution's philosophy, goals, and financial resources.

### Scope and Content:

Fonds consists of records generated and collected by the Brandon University Board of Governors in the course of performing its functions. The fonds is divided into six sub-series, including: (1) Documents; (2) Board Executive; (3) General Board agendas, minutes and packages; (4) Correspondence and subject files; (5) Board of Governors' committees; and (6) Board projects.

Notes: The information in the History/Bio field was taken from the Brandon University webpage (<http://www.brandonu.ca/Administration/Governors/>) on December 2, 2005.

Access Restriction: All files in the series are restricted. Researchers are required to contact the Executive Secretary to the Board of Governors to obtain written permission to access the records. Contact:  
204-727-9714  
[board@brandonu.ca](mailto:board@brandonu.ca)

Storage Location: RG 6 Brandon University fonds



## Provincial exhibition of Manitoba documents

<http://archives.brandonu.ca/en/permalink/descriptions4353>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF1

Series Number: 1.1

GMD: textual records

Date Range: 1910-1972

Physical Description: 25 cm

History /

Biographical:

These documents were created between 1910 and 1972 by the administration of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF1 for custodial history.

Scope and Content:

This series includes various contracts and agreements between the Provincial Exhibition of Manitoba and companies hired for the fair. These companies include musicians, entertainment, stage hands, concessions and more. The series also includes inventories, by laws, the 1920 Act of Incorporation. Most of the documents are from 1957 to 1962.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF1 Provincial Exhibition of Manitoba



## Manitoba winter fair documents

<http://archives.brandonu.ca/en/permalink/descriptions4365>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF2

Series Number: 2.1

GMD: textual records

Date Range: 1908-1968

Physical Description: 6.5 cm

History /

Biographical:

The documents were created by members of the Board of Directors, and others involved with the management of the winter fair.

Custodial History:

See sous-fonds RG2SF2 for custodial history.

Scope and Content:

The series includes several copies of the MWF Constitution, a 1908 constitution, 1909 MWFFSA shares belonging to John Bradley, a 1968 agreement for the non-military use of property, and several agreements between the MWF and several other companies spanning the dates 1934 to 1963.

Notes: Part of RG2SF2. Inventory of the documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF2 Manitoba Winter Fair



## BUPC 11: Documents, diplomas and certificates

<http://archives.brandonu.ca/en/permalink/descriptions7980>

Part Of: Brandon University Photograph Collection

Description Level: Series

Series Number: 11

GMD: textual records

Date Range: 1901-1990

History /

Biographical:

This is an artificially created series.

Scope and Content:

Series consists of various documents, diplomas and certificates related to former Brandon College and Brandon University students, faculty and staff.

Storage Range: Oversize drawer 2





## Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3186>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.1

GMD: textual records

Date Range: 1980-1990

Physical Description: 10 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists of open and closed minutes for the Executive of the Brandon University Board of Governors.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.1 Board Executive minutes



## Board Executive correspondence

<http://archives.brandonu.ca/en/permalink/descriptions3187>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.2

GMD: multiple media

Date Range: 1983-1984

Physical Description: 2 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists of 1 file containing correspondence, reports, a statement of claim, newspaper clippings, and job postings.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.2 Board Executive correspondence



## Board Executive agendas

<http://archives.brandonu.ca/en/permalink/descriptions4398>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.3

Accession Number: 13-2000

GMD: textual records

Date Range: November 1973 - November 1979

Physical Description: 2 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists agendas for Board Executive Committee meetings.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.2.3 Board Executive agendas



## McS 1 Board of directors

<http://archives.brandonu.ca/en/permalink/descriptions4310>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Series

Series Number: McS 1

GMD: textual records

Date Range: 1900-1986

Physical Description: 1.87 m

History /

Biographical:

The A. E. McKenzie Seed Co. Ltd. has had a Board of Directors since its incorporation in 1906. The first Board consisted of A. E. McKenzie, S. A. Bedford, the director of the Experimental Farm, H. L. Patmore and W. A. McCracken. Following A.E. McKenzie's death, the government of Manitoba appointed the members of the Board under the arrangements made with the establishment of the A.E. McKenzie Foundation.

According to the general by-laws (c. 1960) of A. E. McKenzie Seed Co. Ltd., the Board of Directors annually, or more often if required, elected from among themselves a President, a Vice-President and a General Manager. They were also responsible for appointing an Assistant General Manager, and a Secretary and a Treasurer. If needed, they would also appoint an Assistant Secretary and an Assistant Treasurer. A majority vote of the Board was required for the election or appointment of the above officers. Those individuals elected or appointed to their offices by the Board could be removed at the pleasure of the Board. The Board also had the power to fix the salaries of all of the officers of the Company. By resolution, it could pass this responsibility to the General Manager.

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This series consists of Board minutes/meetings, management consultant reports, financial records, documents and miscellaneous records.

It has been divided into five sub-series, including: (1) Documents; (2) Minutes/Meetings; (3) Management Consultant Reports; (4) Miscellaneous; and (5) Financial Records.

Storage Location: RG 3 A.E. McKenzie Company fonds

McS 1 Board of Directors



## BC 1: Brandon College Board of Directors

<http://archives.brandonu.ca/en/permalink/descriptions4237>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 1

GMD: textual records

Date Range: 1899-1967

Physical Description: 78.5 cm

History /

Biographical:

The "Act to Incorporate Brandon College" was assented to on June 1, 1900 and specified that the Board of Directors would consist of 21 members. The Board was to control all financial matters of the College, though all decisions had to meet the approval of the Baptist Convention.

The first officers of the Board were a Chairman, a Treasurer and a Secretary. The minutes also refer to a "President," separate from the Principal, but does not define the President's duties. The Principal was a member ex-officio of the Board. The first duty of the Board was to create an executive consisting of all Brandon members of the Board. The main function of the executive was the operation of the College and transaction of all business arising between Board meetings.

In pursuit of a separate university charter, the Board reorganized its affairs in 1910, appointing an investment committee, a Bursar and a Registrar. The Principal was renamed "President," and was appointed Chairman of the Executive. The university charter was denied, leading the Board to seek affiliation with McMaster University. The Board of Directors during this time was forced to take a more active role in directing college affairs. In November 1910, the Board moved: ...that the officers of the Board be authorized to make such application for such amendments to the Charter as seem necessary and advisable.

This decision led the Board to draw up the Act to Amend An Act to Incorporate Brandon College which, by 1915, granted the Board authority over all College affairs, following the stated direction of the Baptist Convention.

On May 5, 1916 a nominating committee was struck to name the persons and mandate of all new committees.

During the existence of the Board prior to 1967 the following committees were created:

#### EXECUTIVE COMMITTEE

In 1918, the Board defined the functions of the Executive Committee as:

The Board of Brandon College shall at its organization meeting each year appoint from among its members an Executive of not less than seven in number. The Executive shall be responsible to the Board and shall exercise all the powers usually incidental to an Executive other than those delegated to the Finance Committee and Endowment Fund Committee, which two Committees shall also be responsible to the Board direct.

#### FINANCE COMMITTEE, 1918-1926

The Finance Committee was to consist of no fewer than seven members which:

...shall be responsible to the Board and shall under the Board have the general oversight and control of the financial policy of the College insofar as the raising of funds is concerned. The Finance Committee shall not have the power to make any expenditures except such as it may deem necessary to incur in connection with its efforts in raising funds. The Finance Committee shall report to the Board of the College at each meeting of the Board and for the purpose of keeping the Executive in close touch with its activities and of enabling the two committees to work in closest cooperation shall transmit to the Executive a copy of the minutes of each of its meetings to be read at the regular meetings of the Executive and shall give account of the progress made by the Finance Committee and generally of its plans for the future. Members of the Finance Committee shall not all necessarily be members of the Board.

#### ENDOWMENT FUND COMMITTEE, 1918-1926

The Endowment Fund Committee was created by the following resolution:

THE ENDOWMENT FUND COMMITTEE WAS CREATED BY THE FOLLOWING RESOLUTION:

The Board of Brandon College shall at its Organization Meeting each year appoint an Endowment Fund Committee which shall under the Board manage the Endowment Fund and direct the re-investment of its principal. The Endowment Fund Committee shall consist of not less than three members who shall not all necessarily be members of the Board.

The creation of the latter two committees was significant because it was the first time that Brandon citizens, not necessarily Baptists, were brought into the administration.

HOUSE AND GROUNDS COMMITTEE, 1923-1926

NEW INSTRUCTORS COMMITTEE, 1923-1936

ADVERTISING COMMITTEE, 1923-1936

BUSINESS ADMINISTRATION AND ENDOWMENT COMMITTEE, 1926-1936

TEACHERS COMMITTEE, 1929-1936

GENERAL PUBLICITY COMMITTEE, 1930-1936

By 1936, however, all Committees were abandoned as Brandon College struggled for its financial survival. After the Baptist Convention withdrew all of its support in 1938, a Provisional Board was established through the Brandon Board of Trade to negotiate with the government for the transfer of Brandon College to the Government of Manitoba. The provisional board succeeded in gathering the needed support for government intervention, and resurrected the College under "An Act to Incorporate Brandon College Incorporated."

The new Board of Directors was appointed October 11, 1939 during a general shareholders meeting. The officers of the Board were a Chairman, a Secretary and a Treasurer. There were also six new standing committees appointed, with mandates listed under clause 16 of by-law 1:

FINANCE COMMITTEE, 1939-1967

... whose duty it shall be to oversee the finances of the Corporation and make recommendations to the Board as to investments of Monies received for endowment or scholarship purposes, and to prepare and submit the annual budget.

PROPERTY COMMITTEE, 1939-1967

... who shall have general supervision of the real and personal property of the Corporation.

ENROLLMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain a student body for the College, to co-operate with the President and Faculty for such purpose and report to the Board as may be required from time to time.

FACULTY COMMITTEE, 1939-1967

... whose duty shall be to make preliminary arrangements for the engagement of teachers and who shall make recommendations to the Board for consideration in the engagement of such teachers.

MEMBERSHIP COMMITTEE, 1939-1967

... whose duty shall be to maintain the membership of the Corporation and see that proper records of the same are maintained.

#### ENDOWMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain endowments for the future operation of the College and to obtain gifts for scholarship purposes.

In 1942 the Public Relations and Progress Committee was established and a Public Relations Officer was hired. A Consultant Committee was appointed in 1948 with the sole purpose of overseeing the transfer of McKenzie Seeds to the provincial government for financial support through the McKenzie Foundation.

#### Scope and Content:

Series consists mainly of minutes of meetings and correspondence between various Board members and the College. It is a very detailed and descriptive compilation of the decision-making processes at a higher education institution. There are copies of minutes from the Executive Committee amongst the general Board Minutes. Series also contains a copy of an appraisal of Brandon College Inc. by the General Appraisal Company Ltd. (Vancouver) completed in 1957.

Storage Location:      RG 1 Brandon College fonds  
                                 Series 1: Board of Directors

#### Arrangement:

Series has been divided into one sub-series: (1) Minutes of General Board Meetings.



## Wonder city of the northwest information boards

<http://archives.brandonu.ca/en/permalink/descriptions7984>

Part Of: RG 6 Brandon University fonds  
Creator: Reproductions by Brandon Photographics; mounting by Frame Ups.  
Description Level: Sub sub series  
Series Number: 8.2.4  
File Number: 3  
GMD: multiple media  
Date Range: 2007  
Physical Description: 8 display boards (28 cm x 39 cm)

### History /

#### Biographical:

In celebration of Brandon's 125th Birthday, the McKee Archives organized the photo exhibit "Wonder City of the Northwest," on display from June 28 until the end of August 2007 in the Curve Gallery, located on the second level of BU's John E. Robbins Library. The photographs in the exhibit marked various passages in the history of Brandon from 1882 to the beginning of the Great War in 1914. A special opening for "Wonder City of the Northwest," sponsored by the President's Office, was held on Thursday, June 28 at 2:00 p.m. in the Curve Gallery.

#### Custodial History:

These images were selected from the collections of Lawrence Stuckey and Alfred Fowler held in the S. J. McKee Archives. The exhibit was curated by Tom Mitchell and Christy Henry.

#### Scope and Content:

Consists of the 8 information display boards used by the Archives for the Wonder City of the Northwest exhibit.

Notes: The actual photographic prints used in the exhibit were sold via silent auction at the close of the exhibit in August 2007.

Storage Location: RG 6 Brandon University fonds  
Series 8: Library Services  
8.2 S.J. McKee Archives